

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TEMPE TEST:

Have I done everything today The Tempe Way?

INFORMATION TECHNOLOGY MANAGER

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To develop, plan and manage all aspects of the City's Information Technology Department, including Application Services, System and Network Operations, Customer Support and Telecommunications Services; to provide vision, leadership and overall organizational direction relative to the development and implementation of technological initiatives; to ensure optimal customer support in a continually changing user environment; to ensure that departmental goals and objectives are effectively integrated into the Information Technology Strategic Plan.

Supervision Received and Exercised:

This position receives general direction and guidance from the Chief of Staff or City Manager.

Exercises direct supervision over professional, technical and management support staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan and manage all aspects of information technology (IT) for the City; recommend goals and objectives; direct the planning, use and implementation of technical and system resources;
- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff; focus on creating technological solutions to customer's problems and information needs.

Effective February 1997

Revised July 2000

Revised May 2001

Revised July 2002 Range Changed

CITY OF TEMPE

Information Technology Manager (continued)

- Develop, implement and maintain the City's "Information Technology Strategic Plan", which addresses the purchase, installation and maintenance of various systems throughout the organization;
- Assign work activities, projects and programs to appropriate staff members; review and evaluate the effectiveness of current work product and methods;
- Conceptualize, implement and deliver multiple projects on time and within budget, ceteris paribus; recommend strategic and tactical plans for the effective and efficient utilization of various information technologies; prepare the Departmental budget based upon these plans.
- Set policies to ensure the integrity and privacy of data and the security of all systems.
- Consult with the City Manager, the Chief of Staff, the Assistant City Manager, Department and Divisional Directors on IT management issues and opportunities.
- Participate in the selection of staff; work with Departmental management staff to recognize exceptional employee performance and correct any deficiencies as needed; ensure that disciplinary actions are implemented as necessitated.
- Serve as faculty of the Tempe Learning Center.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least five years of increasingly responsible experience in Information Technology administration, planning, supervision and management.

Training:

Equivalent to a Master's Degree from an accredited college or university with major coursework in Business Administration, Computer Information Systems, Public Administration, or a related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain, a valid Arizona driver's license.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Effective February 1997

Revised July 2000

Revised May 2001

Revised July 2002 Range Changed

CITY OF TEMPE
Information Technology Manager (continued)

Job Code: 2100

Salary Range: 163

Compensation Plan: E40/Executive

FLSA: Exempt

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